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ABSTRACT

This community analysis was conducted in order to characterize and identify the information needs of the Wakefield community, and library services and use were evaluated to determine how well the library meets these needs. The study included an examination of the history of the town and its physical characteristics, economic development, and information resources. A profile was developed of recreational activities and educational activities for several age groups, and population trends were studied. Statistical analysis included segmentation of age, population, income, and educational level by census tract. The evaluation of the library is prefaced by a history of the development of the Wakefield public library system and a review of its organization and governance. Use patterns at each of the three branches were studied, and services and collections were profiled. The characteristics of library users and collections for three age levels were also analyzed at each of the branches. Main conclusions of the study are concerned with a need to set goals and objectives for the library, and the importance of clear lines of accountability. (SW)

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WAKEFIELD: COMMUNITY AND LIBRARY ANALYSIS

The purpose of this study was to positively identify the people who make up the community of Wakefield, to recognize library users and potential users, and to discover their needs which can be served by the library. The library services and facilities have been analyzed to see how they match community needs. It is hoped that the resulting information will be substantial enough to suggest better ways of serving this community.

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Wakefield, Mass., 1976

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Table of Contents

I. Introduction p. 3

II. Community Analysis p. 5

Location & physical characteristics p. 5
Transportation p. 6
Historical & economic development p. 7
Local government p. 9
Informational resources p. 10
Recreation p. 11
Clubs & organizations p. 14
Services to the elderly p. 16
Youth services p. 18
Schools p. 19
Churches p. 24
Population growth p. 24
Population characteristics p. 26
Age p. 26
Occupation p. 28
Income p. 29
Education p. 29
Summary p. 31
Charts p. 37
Percent registrants and borrowers within each tract p. 37
Population by tract p. 38
Age by tract p. 38
Employed people p. 39
Occupations by tract p. 39
Families by tract p. 40
Family income by tract p. 40
People age 25 and over p. 41
Years of school completed by tract p. 41
Footnotes p. 42

III. Library Evaluation p. 43

Library history p. 43
Organization p. 49
Governance p. 49
Financial resources p. 50
Library personnel p. 53
Services p. 55
Hours and use patterns p. 55
Use patterns p. 56
Use patterns at Main Library p. 57

Use patterns of Children's Room p. 58
Use patterns at Montrose Branch p. 60
Use patterns at Greenwood Branch p. 61
Collection p. 62
Services to special groups p. 62
Community services p. 63
Registrants and borrowers p. 65
Main Library p. 68
Adult borrowers and collection p. 68
Youth borrowers and collection p. 73
Juvenile borrowers and collection p. 76
Montrose Branch p. 79
Greenwood Branch p. 84
Footnotes p. 90

IV. Conclusions and recommendations p. 92

I. Introduction

Those responsible for a tax supported service agency must be concerned with giving the best possible service with the most efficient use of the available facilities at the lowest cost to the taxpayers. A library director and board of trustees must know their potential audience before they can infer needs and the satisfaction of those needs. This inference of needs often results in tenuous and delicate decisions because the potential audience frequently has not defined its own needs and has no idea how the library can fulfill them. The current services and the existing facilities should be objectively assessed and the budget should be carefully scrutinized in the light of the assessment.

The scope of the study is first to analyze the community to determine the physical, economic, demographic, and social facets and their possible implications for library services; secondly to evaluate present library resources and services to determine in what areas the library is meeting the needs of the community and in what areas improvements should be considered; and thirdly, to lay the foundation for the development of short- and long-range goals and objectives that should be set to ensure that the library is meeting those community needs.

The community analysis was derived primarily from written sources which included 1970 census data and various reports or studies done by or for other governmental agencies. The library analysis and evaluation was derived from a combination of data gathered from various library studies, regular reports and from random sampling techniques for specific areas of the library's services.

Samples of the book holdings, registration file, and circulation were taken for adults and children for all three library buildings. The shelf samples and the circulation samples were taken from each of the five collections: two branches, juvenile collection, the youth collection, and the adult collection. The registration sample, on the other hand, was taken from the central registration file at the Main Library.

It should be emphasized that these samples were taken over a period chosen arbitrarily in keeping with the time frame of the study. Therefore, the information the samples generated may not be generalized for an entire year. However, these data indicate trends which are important within the context of this study.

II. Community Analysis

Location & physical characteristics

Located in Middlesex County in Eastern Massachusetts, Wakefield's 7.35 square miles are bordered on the northwest by the town of Reading, on the north and east by the town of Lynnfield, on the east by the town of Saugus, on the south by the town of Melrose and on the west by the town of Stoneham.[1]

Wakefield has a sufficiently distinctive topography to provide a well defined and highly individual town. It combines several hills (the highest is about 200 feet above sea level), with rock outcrops, low hummocks of gravelly deposits and lush fields along with the large proportion of swamp and marsh so prevalent in eastern Massachusetts. The highest points are Greenwood Hill and Hart's Hill located along the south and southeast.[2]

There are many small areas of different soil types scattered throughout the town, but no soils of great value for agriculture. The only agriculture enterprise much practiced in Wakefield is greenhouse horticulture. The sandy soils of the lowlands are excellent for seed beds and nurseries needed by commercial greenhouses.

A large body of water, Lake Quannapowitt, extends from the center of town north to the Route 128 boundary.

Crystal Lake, a source of the town's water supply, is located south of Broadway and west of Main Street. The Mill River runs from Saugus River entering the town from the east and turning north just east of Vernon Street.

Transportation

Located ten miles north of Boston, sixteen miles south of Lawrence, one hundred miles from Portland, Maine and two hundred thirty miles from New York City, the town is served by good highway as well as rail access.[3] Frequent rail and bus (commuter) transportation service is available from Wakefield to Boston where connections may be made to other areas of the U.S. and Canada. Truck lines provide service to local and long distance points. Wakefield is convenient to the Boston docks and Logan International Airport, thus providing national and international ocean and air carrier service.[4]

Commuter train service into Boston is available every hour during the day and every twenty minutes during peak hours. The average commuters on weekdays from Wakefield is six hundred thirty three. There are two Wakefield stops: in Greenwood just one half block from the Branch Library and in Wakefield, at North Avenue and Albion Street about three blocks from the main library.

An extension of the MBTA Orange Line has been proposed

to replace the existing B & M commuter train between Boston and Reading. Subway service would improve access to Boston both in terms of cost and frequency of service.[5]

Wakefield lies between two major radial highways. It is bracketed on the west by Route 28 and Interstate 93 and on the east by Route 1 and Interstate 95. Route 128, a circumferential by-pass around Boston sets the town of Wakefield's north boundary.[6]

Historical & economic development

Originally settled in 1639, this area was part of Reading until 1812 when it was incorporated as the Town of South Reading. It remained as South Reading until 1868 when the name was changed to Wakefield in honor of one of its leading citizens, Cyrus Wakefield, who, on Water Street, built a well known rattan factory.[7]

Even before a well developed system of roads into Wakefield, the railroad and later the trolley, brought an influx of settlers to the flat valley land through the center of Town to the south and east of Lake Quannapowitt. The railroad was constructed in the mid-nineteenth century and brought more settlers to the area.[8]

The manufacture of boots and shoes was the first activity of importance. Land was given to Jonas Eaton in 1667 with the condition that he remain and become a shoe-

maker. In 1805, Captain Thomas Emerson started the first shoe manufacturing company. An extensive iron foundry was built in 1854 by Blanchard, Tarbell and Co., and in 1863 Henry F. Miller founded a piano manufacturing company giving employment to many craftsmen and establishing an international reputation for the quality of his instruments. In 1885, the Wakefield Steam Laundry Co. opened, and the Harvard Knitting Mill was started in 1890.[9]

Industry spread from the prime mill site on Water Street to the westerly side of the main line of the B & M Railroad. The concentration of industry within the town's center shifted from upper Main Street to lower Main Street at its intersection with Water Street after the town hall on the Common was replaced in 1871 by a new brick building at that corner. Residential construction took place between North Avenue and Pleasant Street simultaneously with other developments. The middle section of Main Street grew as the commercial center, with an access along Albion Street to the railroad and another along Water Street to the branch railroads and the largest industry.[10]

Today Wakefield is a suburban residential community in which manufacturing remains of some significance. The most recent figures (1974) show that 35.6% of the town's employed population is engaged in manufacturing.

Highway construction, accessibility, and developing

commercial centers in nearby towns (notably Peabody and Burlington) have left Wakefield's business growth from retailing and service operations at a competitive disadvantage. The 1974 figures show that wholesale/retail firms engaged 23% of the total employed population and the service industry employed 20% of the population reported.[11]

Local Government

With a population of 25,402, Wakefield is the largest town that still holds open, unlimited (rather than representational) town meetings in New England. As of August 17, 1976 there were 14,553 people (57.6% of the population) registered to vote. The town meeting voters provide the legislative authority for the conduct of the town's business and administration is delegated to various elected and appointed officials.

The town functions under the Board of Selectmen-Executive Secretary plan of municipal administration. This plan maintains the selectmen in their traditional role as the elected directors of the municipality, and recognizes the need for an administrator to carry out administrative duties within a policy framework established by the Board of Selectmen.[12]

Informational resources

The mass media available in the town are numerous and varied. Television, radio and national and international newspapers are readily available.

Local media include a daily newspaper, The Daily Item, and a weekly tabloid, the Wakefield Ledger. The circulation of The Daily Item is 6,780 which includes subscribers in Lynnfield as well as Wakefield. The publisher is receptive to articles about library activities and has sent a reporter and/or photographer to various events.

A cable television system has been proposed for Wakefield and been taken under advisement by the Board of Selectmen. At the moment (1976), the Wakefield Municipal Light Department holds the license in anticipation of providing Wakefield with a municipally owned cable television station. The realization of a cable television station in Wakefield will have implications for the library in terms of broadening reference service as well as in filming, cataloging and storing video tapes.

735, Inc., a non profit, private organization interested in promoting community health, provides a telephone hot line. Though this is already a helpful community referral source, cooperation between the hot line and the library staff should be developed. The library should make an effort to acquaint the hot line staff with its resources.

The Council on Aging distributes a quarterly newsletter to everyone in town over 65 years of age. The library has used this vehicle to make announcements about service to the homebound, but it has not yet taken advantage of this possibility to announce new materials of interest to the elderly.

Welcome Wagon, a service by the Chamber of Commerce, is also a vehicle for moving information. The library would do well to acquaint these volunteers with the library services and supply them with brochures of services and the current calendar.

Recreation

Wakefield's Recreation Commission is made up of five members who are appointed by the Board of Selectmen for a three year term. Within their jurisdiction are the ten playgrounds, twelve tennis courts (ten under lights), and two beaches. There are many parks in Wakefield, forty five acres of Town Forest, a private yacht club and a public boat launch. The park at the south end of Lake Quannapowitt has a lovely Victorian bandstand from which concerts are given during the warm weather.

During the summer, organized activities are carried out at each of the playgrounds by a staff of young people. They attend a workshop on techniques and skills of a play-

ground instructor and then carry out such activities as arts and crafts, field trips, track and field events, baseball, basketball, street hockey, soccer, checker tournaments, frisbee contests, bean bags, volleyball, softball, croquet, horse shoes, gymnastics, track and wrestling.

There is a free tennis clinic for children eight to sixteen years old throughout the summer months. Free swimming lessons are given and an annual long distance swim is held for ten to sixteen year olds.

Other activities sponsored by the Recreation Commission throughout the year are adult physical fitness classes, town tennis championships, evening basketball league, slow pitch softball league, concerts on the common, hardball league, girl's softball for twelve to seventeen year olds and girl's softball for those over seventeen, adult winter golf lessons, winter adult basketball league, Saturday morning basketball for youngsters, men's and women's adult indoor tennis lessons, free family swimming at the Vocational School, ballroom dancing, Saturday afternoon movies, and open gym classes at the new high school fieldhouse.

During the winter Lake Quannapowitt is used for skating, hockey and ice-boating.

St. Joseph Conquistadors is a marching band which is open to any interested youth up to the age of eighteen. Workshops are provided each summer to give children an

opportunity to learn to play an instrument. Participants join the junior band in preparation for becoming a member of the senior band.

Boy Scouts, Girl Scouts, Campfire Girls, and the YMCA are available to townspeople. There are numerous privately organized sports especially for men and boys: slow-pitch softball league, a semi-professional Merchant's Baseball League, Babe Ruth hardball for thirteen to fifteen year olds, Little League for eight to twelve year olds, Pop Warner football for nine to thirteen year olds, and youth hockey.

Other recreational opportunities are provided by the Quannapowitt Players, an established dramatic group; and historical exhibits such as the Hartshorne House in Wakefield, the Phineas Upham House in Melrose, Parker Tavern in Reading and the Old Iron Works in Saugus.

Hart's Hill Reservation within the town's borders and nearby Breakheart Reservation offer opportunities for hiking, picnicking, and nature study. Just north of Wakefield is the Harold Parker State Forest with facilities for fishing, hunting, picnicking, tent and trailer sites, horseback riding and swimming. Within an hour's drive of town are many and varied facilities for saltwater sportspersons along the Atlantic Coast. There are many recreational opportunities but few places offering commercial

entertainment in Wakefield. There are three strategically located restaurants with cocktail lounges, one bowling alley and one shop from which bicycles may be rented. There was once a movie theater which burned and was not replaced. One must assume that the people of Wakefield go to suburban movie theaters or into Boston for their entertainment.

The summertime recreational opportunities for youngsters in Wakefield are so numerous that library use is somewhat curtailed and the main library is closed on Saturdays. Both the main library and the Greenwood branch carry on an active summer reading program.

The concentration of children in large groups during the summer is at the playgrounds. These would be logical places for an outreach librarian to schedule activities. Further cooperation with the recreation commission might be explored.

For adults, the library has been running an eight week summer film festival. These free films, shown in an air conditioned facility, are well attended especially by senior citizens.

Clubs & organizations

Wakefield has many clubs and organizations, most of which are listed in the annual Wakefield Guide & Directory. In addition to this listing there is a card file at the

library which indludes information about the officers, the purpose of the club, its membership, cost, etc.

Of note is the enthusiasm townspeople have for art, gardening, and general socializing. The usual contingency of service and fraternal organizations is available including Masons, Lions, K of C, and Rotary among others. Just three of the many active women's clubs are: American Association of University Women, League of Women Voters, and Kosmos Club.

There are three organizations listed which are directed toward the retarded and handicapped citizen. EMARC (Eastern Middlesex Association for Retarded Citizens) was established in 1957. Nine towns, including Wakefield, sponsor a pre-school program in cooperation with the State Department of Mental Health, a training center for young adults, a social activities program for young adults, a Boy Scout troop for male retardates over age twelve, and a summer day camp. Counseling service and monthly meetings for parents and interested friends are also available through EMARC.[13] Handicapped Young Adults, Inc. provides a social medium for handicapped and retarded young adults. The Community Group, Inc. is a private, profit making organization with four Wakefield residential units housing about sixty retarded citizens over the age of sixteen.

Each residence is within walking distance of the main library or the Montrose branch. Many of the residents use the library facilities regularly, and the library maintains close rapport with one of the resident counselors of Community Group.

The existence of only one ethnic organization, Italian-American Citizen's Club, accurately reflects the Italians as the largest group of foreign tongued people in Wakefield.

The library should contact the program chairmen of these many organizations to let them know about the programming resources they might find in the library. There are program packages available through the Eastern Massachusetts Regional Library System; an idea and resource file at the library; and speakers from the library staff itself.

Services to the elderly

Wakefield has a larger population over the age of 65 than many of the surrounding towns. The 2,879 senior citizens make up eleven percent of the town's population.

Wakefield's Council on Aging was appointed by the Board of Selectmen in 1968. This is an agency to evaluate, promote, and encourage new and existing activities and services for older persons. It is also a coordinating agency joining local groups working with and for the elderly. Programs

sponsored by the Council in 1975 included bus trips; a fashion show and a musical; a picnic; classes in crewel embroidery, rug hooking, art, lip reading; income tax assistance; a newsletter; provision of an ID card to those over 65; social security assistance; and health services such as health clinics, physical fitness classes, a glaucoma clinic and flu shots.

There is a good relationship between the library and the Council on Aging. Library facilities have been used for physical fitness classes, lip reading classes, some health clinics and a monthly library program which uses the talents of various library staff members.

There are eight nursing homes in Wakefield with a total bed quota of 292. Two are rest homes, one is rated as both an intermediate care facility and a skilled care facility, the remaining five are intermediate care facilities.

Hart's Hill is a residential area of garden apartments for the elderly. Plans are being made now to fund and build a new apartment complex for the elderly at the corner of Foundry and Broadway Streets.

Senior citizens meet quite regularly in groups of their own choosing. There is a weekly get together on Tuesday mornings in the Greenwood Union Church; on Monday mornings in the First Baptist Church in the center of town; and on Wednesday mornings at Hart's Hill recreation hall. The

Retired Men's Club of Wakefield meets on the second and fourth Wednesday mornings of each month at the Congregational Church.

The numerous nursing homes and the concentration of senior citizens in easily definable places at predictable times lend themselves to easy contact by an outreach librarian. The adult services librarian visits Hart's Hill every other week; the E.E. Boit Home maintains a small deposit collection; and the Greenwood Branch is open on Tuesday mornings to accomodate anyone who may be attending activities at the Greenwood Union Church that morning. However, currently, service to these groups is rather haphazard and randomly offered.

Youth services

A Youth Activities Commission has operated a youth center for six years. Called "The Establishment", it has new quarters this year in the Americal Civic Center on Main Street, where there is a lounge, a game room and a kitchen. The Youth Activities Commission sponsors such activities as an annual easter egg hunt, a mountain climb, attending a Red Sox game, community clean-up and record hops.

735, Inc., is a private, non profit making corporation which began in 1970 to carry out the concept of community involvement in mental health problems. A telephone service

for crisis intervention is run by 735, Inc., as is a residence in Melrose where young people in need of help may stay for a temporary period of time, and a Wakefield drop-in center on Main Street across the street from the Americal Civic Center.

The Establishment and the 735 drop-in center have facilities for holding programs as do most of the church youth fellowship groups. There is no young adult programming being done in the library at this time. The library could be very useful if it were to offer resources, ideas, programming packages and general enthusiasm to these groups of young people.

Schools

In Wakefield are one high school, one junior high school with an appended sixth grade complex, twelve neighborhood elementary schools, a mini-school, and the Northeast Metropolitan Regional Vocational School. There are two parochial schools: St. Joseph's elementary school and a girl's secondary school, Nazareth Academy.

The High School opened its doors to students in September, 1975. It is located in a south southeast direction from the center of town. Four full time people staff its large Instructional Materials Center which includes a wide range of audio-visual materials as well as

the traditional print materials one would find in a school library. Built to house 37,000 volumes, the IMC currently houses 20,000 volumes. A computerized circulation system is being developed and installed this summer in hopes that bibliographic control will be complete and the system will be ready for use in the Fall.

The Junior High School and the sixth grade complex is located on Main Street just south of Water Street intersection. Its Resource Center serves sixth, seventh and eighth graders and is staffed with two full time people, one of whom spends her time and effort teaching library skills to each sixth grade class twice a week. This emphasis on teaching library skills will affect the staff of both the public library as well as the junior high and high school libraries. There will be less demand for instruction in using the public library facility.

Both the high school and the junior high school libraries are open during school hours, from 7:50 a.m. to 3:00 p.m. They are used by students during their study periods and when teachers take them in for a particular assignment. The libraries are closed during the summer.

Whereas the high and junior high schools are new or remodeled buildings, the elementary schools provide striking contrast. Four of the existing elementary schools were built since World War II and six of them were built prior

to the turn of the century. There is a library in each school staffed by volunteers. Both the size of the facilities and the hours open vary with each school.[14]

There is one professional librarian in charge of all the elementary school libraries who takes care of the ordering of materials, the training of volunteers, and the supervision of material organization. All of the public school libraries are under the direction of a media specialist whose office is in the high school building.

Kindergartens became part of the public school system in the Fall of 1975. Until that time, there existed private facilities which were enjoyed by those who could afford them. The underlying objective of the library's storyhours, then, was to prepare those children who did not attend private nursery school or kindergarten for the first grade.

Now that public kindergartens are available to all townspeople, the age spread in storyhours is narrower and the classroom preparatory effort need no longer exist.

Seven private kindergartens continue to thrive. They should not be overlooked by the children's librarian when she visits the schools to tell stories or when she invites classes to visit her.

The mini-school is semi public/semi private since it is funded by both State 766 funds and 735, Inc. There are

three full time teachers preparing fifteen students to receive a Wakefield High School diploma. The students, who are referred by the high school, are those who do not conform to the conventional teaching classroom--those who are or would become drop outs. Classes are held in the mornings from 8:30 to 12:30. About half of the students hold jobs as well.

The Northeast Metropolitan Regional Vocational School opened in September 1970. The school is co-educational and serves twelve cities and towns, including Wakefield. The students (ninth through twelfth graders) spend 50% of their time in a shop area and 50% of their time in academic and related areas.

The school's capacity is 1,225 students of which about one hundred full time students are from Wakefield. Approximately another forty students attend the high school in the morning and attend the Vocational School in the afternoon on a part-time basis.

The library is part of the multi-media department which also includes audio-visual and television. There are about five full time equivalents working in that department. The library is open from 7:55 a.m. to 3:30 p.m. and is used mainly by students who are sent there by a teacher or taken during a class by a teacher.

St. Joseph's Elementary School has an enrollment of one hundred seventy. Nazareth Academy has an enrollment of two hundred fifty young women, twenty-two from Wakefield. The library at St. Joseph's is a converted classroom. There is a librarian in charge who keeps the library open during school hours. The fifth and sixth graders make planned forays to the library four times a week and the first through fourth graders are scheduled to visit the library two or three times each week. The Nazareth Academy library is in a separate building which was once an auditorium. There is a full time librarian who is aided by a part time assistant. The hours of this library begin fifteen minutes before school starts and extend an hour after classes. The students are occasionally taken to the library during class but they more often use the facility during their free time.

There are two self-sustaining summer schools (one for improvement and one for enrichment) operated for both elementary and junior high school children. The high school also conducts a summer school in remedial and enrichment subjects.

An adult education curriculum is carried on by both the Vocational School and the high school. Courses have included liberal arts, business, technical subjects and homemaking and arts and crafts.

A pre-school nursery for retarded children is conducted at the First Parish Congregational Church under the supervision of the State Division of Mental Health, and sponsored by EMARC. An additional private day school for children with emotionally based problems is sponsored by the Wakefield Medical and Educational Center. This school is located in the center of town.

Churches

There are twelve places of worship in Wakefield. Predominantly Roman Catholic (three churches), the town has also two Baptist churches and one Jewish Temple. There is one Unitarian-Universalist, one Congregational, one Episcopal, one Methodist, a Church of Christ and one non-denominational church.

Most of the churches have newsletters or some vehicle for making announcements to the congregation. The library should recognize these avenues for publicity of programs and services.

Population growth

During the decade from 1950 to 1960, the population of Wakefield grew at a rapid 23% increase. In the next decade, from 1960 to 1970, population growth slowed considerably, only showing a 4% increase. This rate is in

striking contrast with the surrounding towns. Stoneham's population increased 16%, Reading's population 17%, Lynnfield's population 28%, Melrose's population 12% and Saugus' population 21%.

The growth slowdown in Wakefield was probably due to the reluctance of Town Meeting to vote apartment zoning.

The growth slowdown now appears to have been checked. With new apartment zoning, new housing developments, and even condominiums coming into Wakefield, the town experienced a growth increase of 4% in the past five years (1970 to 1975).

Projections can be made that if the Boston economic condition remains stable and the trend to migrate from the cities to the suburbs continues, the population of Wakefield will increase at a fairly steady rate. The decade 1970-1980 should see an increase of 8 to 10%. Assuming a 10% increase each decade, Wakefield will reach its maximum population of 37,000 about the year 2010.[15]

Wakefield Population Growth

Year	Population	Percent change
1940	16,223	
1945	18,677	15%
1950	19,633	5%
1955	22,115	13%
1960	24,295	10%
1965	25,571	5%
1970	25,402	1%
1975	26,438	4%
1980	27,942	6%
1990	30,736	10%
2000	33,810	10%
2010	37,191	10%

Population characteristics

Age

The population of Wakefield can be divided into the four age groups served by the library's departments. The children's room, serving three to eleven year olds, has a potential clientele of 4,142 children, or 16% of the town's population. The youth room serves children from twelve to fourteen years of age, and has, therefore, a potential body of patrons numbering 1,570. High school students, who make many demands on the adult reference services, represent a potential user group of 1,949 people, or 8% of

the population. Two thirds of the townspeople are nineteen years old or more. Of these 16,628 people, 11% are senior citizens.

Population by Age Groups
Served by Library Departments

Age group	Wakefield		Massachusetts	
	# people	% population	# people	% population
0 - 2	1,113	4%	274,507	5%
3 - 11	4,142	16%	963,590	17%
12 - 14	1,570	6%	329,726	6%
15 - 18	1,949	8%	412,873	7%
19 +	16,628	66%	3,708,474	65%
Total	25,402	100%	5,689,170	100%

We see that children up to two years old make up 4% of the town's population. The parents of these children are an identifiable group with something in common. The library could develop a "new parents" packet of information to be sent to these people as a public relations gesture.

There are generally in excess of six hundred pre-school age children who are eligible to attend the five weekly storyhours provided by the library. Story-hour is limited to twenty five children and all the

registrations cannot be honored. In actuality, these programs are serving less than one fifth of their potential clientele. Careful consideration should be given to increasing the number of storyhours offered by the library.

Occupation

Compared with State statistics, Wakefield has a slightly higher population percentage in the professional, clerical and craftsmen occupations, and a lower percentage of laborers.

Occupations of employed fourteen years old and over

Class of occupations	Wakefield		Massachusetts
	#	%	%
Professionals	3,798	35%	31%
Clericals	2,243	20%	19%
Craftsmen	1,462	13%	12%
Laborers	2,903	27%	32%
Not reported	505	5%	6%
Total	10,911	100%	100%

Income

Wakefield has a higher income level than the State as a whole. There are proportionally fewer people making under $9,000 in Wakefield than in the State and there is a higher percentage of Wakefieldians making over $12,000 than in the State.

Income

Income	Wakefield		Massachusetts
	# families	% families	% families
Under $2999	225	3%	6%
$3000-$5999	441	7%	12%
$6000-$8999	953	15%	18%
$9000-$11999	1,458	22%	22%
$12000-$14999	1,232	19%	16%
$15000-$24999	1,727	27%	20%
$25000 and over	456	7%	6%

Education

Wakefield has a lower percentage of people who attended school only through the eighth grade than does the State and the percentage of the population which finished high school is higher in Wakefield than in the State as a whole.

The destinations of the 1975 Wakefield High School

graduates gives us some insight into the educational values of the town when compared with the destinations of 1975 high school graduates from the entire State.

Years of School Completed
by Population Aged 25+

School years	Wakefield		Massachusetts
	# people	% people	% people
0 - 8 years	2,105	14%	23%
High school, 1 - 3 years	2,698	19%	19%
High school, 4 years	6,174	43%	35%
College 1 - 3 years	1,802	12%	11%
College 4 years	1,710	12%	12%
Total	14,489	100%	100%

A slightly higher percentage of Wakefield High School graduates went to college than did high school graduates in the State. Wakefieldians apparently see a two year preparation as being less useful than going forward with a specific career goal, such as nurses training or "other post secondary" training. Over one third of the graduating class went to work after graduation while under one third of the high school graduates in the State went to work.

Destination of 1975 High School Graduates

Destination	% Wakefield	% Massachusetts
State college (4 yr)	18.88%	13.58%
Ind. college (4 yr)	14.91%	18.46%
Community col. (2 yr)	6.52%	10.43%
Ind. jr. col. (2 yr)	1.39%	4.26%
Nurses training	3.03%	1.96%
Other post secondary	8.39%	6.40%
Military	.7%	2.91%
Work	37.81%	32.62%
Other	8.37%	9.37%

Summary

The 1970 census divided Wakefield into four census tracts. Tracts are arbitrarily determined groups of people set apart by geography and some degree of homogeneity.

Tract 1 is what might be called the "Center of Town". It lies between the B & M Railroad Portland Division and the B & M Railroad Newburyport Branch. It is divided by Main Street and Lake Quannapowitt. The Main Library is located in this tract.

The most highly populated tract, it has 28% of the town living within its boundaries and one third of the town's senior citizens. Tract 1 is an area of extremes:

thirty percent of the town's population with under eight grades of schooling and thirty percent of the town's population with four or more years of college live here; twenty eight percent of the town's professional population and thirty percent of the town's laboring population live here; and of the families making under $2,999 a year, over one fourth live here and of the families making $25,000 or more a year, just under one fourth live in tract 1.

These extremes can be explained by looking at tract 1 on a map and seeing that it includes the central industrial part of town with a lower rent district as well as the lake, the desirable lake-front properties and their side streets. It is ideal for senior citizens since they are within walking distance of all their needed services.

One would expect, if for no other reason than proximity to the library, that there would be many library patrons living in tract 1. Indeed, both the registration and circulation samples show this to be true. (See Section III for a description of the samples taken.)

Tract 2 is commonly known as the West Side and is located west of the B & M Railroad Portland Division and north of Crystal Lake. One fourth of the town's population lives in tract 2. The population in this area is better educated and more financially secure than in the rest of town. Thirty nine percent of those families making over

$25,000 and thirty one percent of those making $15,000 to $24,999 live in tract 2. Thirty four percent of the townspeople who have four or more years of college and twenty nine percent of those with one to three years of college live in tract 2. In addition, thirty percent of the professionals living in town live here, while only nineteen percent of the town's laborers live here.

Knowing that on a national level library patrons are those who are likely to be better educated, wealthier and in white collar occupations, one would expect that there are many library users living in tract 2. Indeed, this is the case as the proportion of library registrants is equal to the geographic distribution of the population and the actual circulation percentage is higher than the proportion of registrants.

Tract 3 includes all of Wakefield east of the B & M Railroad Newburyport Branch and Green Street, and north of Oak Street, Sherman Road and Nahant Street. Tract 3 includes the Montrose section of town in the north, the Hart's Hill area in the south and the Pleasure Island area in the northeast. The Montrose Branch Library is located in the north section of the census tract. Water Street divides the north section from the south section.

The second most highly populated tract in Wakefield, tract 3 holds twenty seven percent of the town's population. Here is where we find the largest percentage

of children under five years in the town (29%) and the fewest senior citizens (22%). A large percentage (35%) of the townspeople with under eight years of schooling live in tract 3 and the largest percentage (33%) of the town's craftsmen and laborers (33%) also live there. Thirty-eight percent of the families making under $2,999 a year live in tract 3 while only eighteen percent of those making $25,000 or more live there.

In comparison with other census tracts in Wakefield, tract 3 embraces the least educated, least wealthy and the fewest white collar workers in town. This is not to be taken too seriously since the town, as a whole, is highly educated, but one would expect that in comparison with the other tracts, tract 3 would have the lowest percentage of library registrants compared with its proportion of the town's population. Indeed, while twenty-seven percent of the town's population live in tract 3, only twenty-two percent of the adult library registrants live there. On the other hand, the percentage of juvenile registrants (29%) is equal to the geographic distribution of the juvenile population.

The residents of tract 3 use both the Main Library and the Montrose Branch Library. Twenty percent of the Main Library adult circulation and twenty-three percent

of its juvenile circulation was borrowed by people living in tract 3. Ninety three percent of the materials borrowed from the Montrose Branch were borrowed by people living in tract 3 and seven percent was borrowed by tract 1 residents.

Tract 4, commonly known as Greenwood, is the southern part of town and is bordered on the north by Crystal Lake, Green Street, Sherman Road, Oak Street and Old Nahant Road. Tract 4 has its own small business center on Main Street, which bisects the tract. There is a train stop there, a fire station and the Greenwood Branch Library (which is behind and attached to the fire station).

Tract 4 is the least populated census tract in town with only twenty percent of the population living there. There are no outstanding characteristics--no extremes of education, income or age, and no "under" or "over" abundance of any occupational class in tract 4.

The percentage of adult library registrants and of juvenile library registrants is directly proportional to the geographic distribution of the town's population. Tract 4 residents use both the Main Library and the Greenwood Branch Library. Fourteen percent of the Main Library adult circulation and eight percent of its juvenile circulation was borrowed by tract 4 residents.

Ninety-six percent of the Greenwood Branch Library circulation was borrowed by tract 4 residents, while tract 2 and tract 3 residents each borrowed two percent of the branch circulation.

The residents of tract 4 use both the Greenwood Branch and the Main Library, although their distance from the Main Library seems to be problematical for more of the tract 4 residents than for tract 3 residents. For example, seventy-two percent of the adult registrants who live in tract 4 are registered at the Main Library and twenty-eight percent are registered at the Branch. Of all the juvenile registrants living in tract 4, only seventeen percent of them are registered at the Main Library, while the remaining eighty-four percent are registered at the Branch. Distance from the Main Library is certainly of concern to the tract 4 juvenile residents.

Percent Registrants and Borrowers Within Each Tract

	Tract 1	Tract 2	Tract 3	Tract 4
Adult registration sample	34%	25%	22%	19%
Juvenile registration sample	24%	26%	29%	21%
Main adult circulation	32%	34%	20%	14%
Main juvenile circulation	28%	41%	23%	8%
Greenwood circulation		2%	2%	96%
Montrose circulation	7%		93%	

Population by Tract

	Population	% of Population
Wakefield	25,402	100%
Tract 1	7,126	28%
Tract 2	6,286	25%
Tract 3	6,949	27%
Tract 4	5,041	20%

Age by Tract

	Age 0-5	Age 6-20	Age 21-64	Age 65+
Wakefield	2,380	7,093	13,050	2,879
Tract 1	28%	27%	28%	32%
Tract 2	24%	27%	24%	23%
Tract 3	29%	27%	28%	22%
Tract 4	19%	19%	20%	23%
	100%	100%	100%	100%

Employed People
(over 14 years old)

Wakefield	Tract 1	Tract 2	Tract 3	Tract 4
10,911	29%	24%	27%	20%

Occupations by Tract
(employed people over 14 years)

	Pro-fessional	Clerical	Crafts-man	Laborer	Not Reported
Tract 1	28%	30%	24%	30%	36%
Tract 2	30%	23%	22%	19%	21%
Tract 3	22%	26%	33%	33%	22%
Tract 4	20%	21%	21%	18%	21%
Wakefield	100%	100%	100%	100%	100%

Families by Tract

Wakefield	Tract 1	Tract 2	Tract 3	Tract 4
6,492	28%	24%	28%	20%

Family Income by Tract

	Under $2999	$3000-5999	$6000-8999	$9000-11999	$12000-14999	$15000-24999	$25000- & over
Tract 1	27%	31%	32%	26%	28%	29%	24%
Tract 2	15%	16%	16%	23%	20%	31%	39%
Tract 3	38%	34%	30%	31%	32%	21%	18%
Tract 4	20%	19%	22%	20%	20%	19%	19%
Wakefield	100%	100%	100%	100%	100%	100%	100%

People Age 25 and Over

Wakefield	Tract 1	Tract 2	Tract 3	Tract 4
14,489	28%	24%	27%	21%

Years of School Completed by Tract
(people age 25 and over)

	0-8 yrs.	1-3 yrs. h.s.	4 yrs. h.s.	1-3 yrs. college	4 yrs. + college
Tract 1	30%	30%	27%	28%	30%
Tract 2	17%	20%	24%	29%	34%
Tract 3	35%	28%	27%	23%	18%
Tract 4	18%	22%	22%	20%	18%
Wakefield	100%	100%	100%	100%	100%

Footnotes

[1]Mass. Dept. of Commerce and Development. City & Town Monograph, Town of Wakefield (Revised August 1973), p. IA5.

[2]Technical Planning Associates, Inc., Wakefield, Massachusetts The Master Plan, 1961, pp. 10 & 11.

[3]Monograph, IA3.

[4]Ibid., IX.

[5]Public Transportation Alternatives Orange Line and Oak Grove North. Summary of Interim Report. January 1975.

[6]Charles E. Downe, Guide Plan for the Business and Civic Center Wakefield, Massachusetts, 1970. p. 8.

[7]Monograph, VA.

[8]Business and Civic Center, p. 7.

[9]Monograph, VA.

[10]Business and Civic Center, p. 7.

[11]Mass. Division of Employment Security, Massachusetts Cities and Towns Employment and Wages in Establishments Subject to the Massachusetts Employment Security Law by Major Industry Divisions 1967-1973, 1974 Appendix.

[12]League of Women Voters, Know Your Wakefield (League, 1972, rev. ed.), p. 12.

[13]Ibid., p. 30.

[14]Hill and Associates, Inc. Town of Wakefield Comprehensive Educational Facilities Study (February 16, 1970), p. 26.

[15]"Providing Improved Educational, Cultural, and Recreational Facilities for Wakefield," a brochure for the citizens of Wakefield describing the proposed addition to the Lucius Beebe Memorial Library.

III. Library Evaluation

Library history

In March 1856, the citizens of South Reading appointed a committee to establish a town library. They acted promptly, choosing the first floor of the old Town House, then standing at the head of the Common east of the old Congregational Church, as the best place for a library. In the summer of 1856, the Town Library of South Reading opened to the public.[1]

Contributions to the collection were made from previously existing book collections: the Mechanics' Library, the Prescott Library, the Phrenological Library and the Franklin Library.[2]

The first Board of Trustees was appointed by the March 1857 Town Meeting. Its chairman was Mr. Lucius Beebe. It has been said of him that "he possessed an evenly balanced mind; was methodical, strictly honest in every particular, and faithful to every trust."[3]

In 1868, Mr. Cyrus Wakefield presented to the town the Town Hall which stood at the corner of Main and Water Streets--in Wakefield Square. In recognition of this gift, the town of South Reading changed its name to Wakefield.[4] One half of the first floor of the new Town Hall was given over to the library. In 1868, Mr.

Lucius Beebe gave a sum of $500 to be used for the "general purposes of the Institution".[5] The Trustees recommended that "the town order the name of the Library to be the Beebe Public Library of Wakefield."[6]

The new Town Hall was dedicated February 22, 1871. The library collection was moved to its new home there in the Spring of 1871.[7] An inconsistency in the use of two names for the library occurred: "Beebe Town Library" seemed to be used more often than "Beebe Public Library."[8]

As early as 1900, crowding became a serious problem in the Town Hall and the Library Trustees began to urge the need of a new library building.[9]

Apparently, in an effort to alleviate the crowding problem at the Town Hall, when space became available in the basement of the Greenwood School in 1904, the Greenwood Branch of the Beebe Public Library was opened there in October.[10] In 1924, the branch improved its facilities by moving to the southwest corner of the school's first floor, and in 1925 it expanded into an additional room. A shortage of space was again felt by 1928 and in 1948 the library moved to a refurnished basement room.[11]

The situation at the Town Hall became so serious that, in 1910, the Trustees secured the option of buying the Mansfield-Hickok-Cushing lots at Main and Avon Streets. At a town meeting held November 21, 1910 the town voted

to buy this property for a library site, but a month later reversed its decision.[12]

In September 1916, a committee was appointed to buy a lot on which to erect a library building. The lots at Main and Avon Streets were thought to be the most desirable. A fund raising campaign--the first civic drive ever organized in Wakefield to raise money--was held. In one week, twelve hundred residents of the town contributed twelve thousand dollars toward the $16,400.00 purchase price of the land.[13]

In December 1916, Mr. Junius Beebe, son of Mr. Lucius Beebe, made a Christmas gift to the town of $60,000 for a public library building in memory of his father and mother to be built on the lot purchased by the citizens of the town.[14] Work on the building was postponed until after World War I when the firm of Cram and Ferguson was chosen as architects. Slight changes had been made in the building lot in the meantime. A section of the less valuable land of the Mansfield estate was exchanged for 17 feet of the Magoon land, which fronted on Avon Street; and on December 1921, Mr. and Mrs. John W. White, whose residence at the corner of Yale Avenue and Main Street adjoined the library site, gave a strip of land on the north.[15] These changes made the lot more symmetrical.

The Junius Beebe Family increased their original

gift to $200,000 in order to take into account the increased cost of supplies and labor due to the war. In 1919, a building committee was appointed and work was begun early in the Spring of 1922. On March 17, 1922 the cornerstone of the building was laid.[16]

The opening of a branch library in the northeast corner (Montrose) of Wakefield was a direct result of citizen requests. Access to the Lucius Beebe Memorial Library was limited by gasoline quotas for automobile travel during the World War II years. In 1942, the Parent Teachers Association and the Community Association requested that a branch library be established in their area. The School Department granted use of a room in the Montrose School. This branch opened its doors to the public on June 14, 1943.[17]

By October 1944, however, the space given to library use was needed for classroom use and the library was required to share a room with a sixth grade class.

In the Spring of 1945, the Montrose Chapel Society offered their building as a gift to the town for library and other municipal purposes. The March 1945 Town Meeting accepted the gift and appropriated $5800 for alterations. On September 18, 1946, the Montrose Branch of the Lucius Beebe Memorial Library was opened.[18]

The Main Library suffered from a rapidly increasing

"crowded condition" during the period from 1945 to 1960. This situation was exposed at Town Meeting in 1960 and it was voted to have the moderator appoint a Survey Committee "to conduct a long-range survey of the library's needs." A report of progress was made to the March 1961 Town Meeting and a final report followed in March 1962.[19]

In 1961 the Greenwood School felt the need to reclaim library space for classroom use. At the same time, Greenwood felt the need for a new Fire Station. A committee was appointed by the Town Moderator, as directed at the March 1961 Town Meeting, to investigate suitable locations for the erection of a new Greenwood Fire Station.

The Library Trustees, having apparently made the decision to continue branch library service in the town, cooperated closely with this committee and a proposal for a joint fire station and branch library building resulted. This new facility was dedicated and opened for inspection on Sunday afternoon, May 5, 1963. On May 6 it opened for service under an increased schedule of hours.[20]

Conclusions of the Survey Committee's "Final Report" (March 1962) included the recognition that the town's growth rate was increasing at a far greater pace

than the growth rate of library services; that there would be additional demands for library services in the future; and that coordination of study facilities between the schools and the libraries must be given closer attention. It was recommended that "the complete library system should be considered before a decision is made concerning library service for Greenwood; the Main Library must be enlarged in the very near future regardless of the decision on a branch system; and that steps should be taken to acquire land for expansion of the Main Library building, and professional assistance should be obtained to develop plans, specifications and cost estimates."[21]

The 1963 Annual Town Meeting appropriated $2,200.00 for an architectural survey of library needs. In April 1963, the Board of Trustees engaged the services of Shepley, Bulfinch, Richardson and Abbott to perform an architectural survey. In December of that year, the Trustees learned that the property adjoining the library was available for purchase at $18,000.

Articles were placed in the town warrants for the years 1964, 1965 and 1966 before they were finally passed in 1967. These articles called for the razing of the building at 5 Avon Street and authorized the Town Moderator to appoint a seven person committee to arrange for an addition to the library. In 1967, the town meeting voted for the expansion

and remodeling of the main library facilities. A federal grant for $90,000 toward the construction cost was approved that year by the Bureau of Library Extension.

Ground was broken in April 1968 by the Falzarano Construction Co. and the addition was opened to the public on September 14, 1969.

Organization

Governance

In 1888, the Legislature of Massachusetts enacted a law to control the management of public libraries. This law required every town supporting a public library to elect by ballot a board of trustees consisting of any number divisible by three, as the town should direct. At the first election, one third of the board was to be elected for one year, one third for two years, and one third for three years. Thereafter, one third of the board was to be elected annually for a term of three years. The Town of Wakefield chose nine trustees and has retained the same number to date.

The Bylaws of the Board of Trustees state that: "The Board shall have the custody and management of the library, its branches, services and facilities and of all property owned by the town relating thereto. All money raised or appropriated by the town for its support and

maintenance shall be expended by the Board, and all money or property which the town may receive by gift or bequest for said library, its branches, services and facilities shall be administered by the Board in accordance with the provisions of such gift or bequest."

The bylaws also state that a chairman and a secretary shall be elected by ballot at the first regular board meeting after the town election for a term of one year. In practice this is the March meeting. There are four standing committees (executive, buildings and grounds, personnel, and budget) to which board members are assigned by the chairman. Meetings of the Trustees are held on the second Thursday of each month at 7:30 p.m. in the Main Library.

Financial resources

The total operating budget of the Lucius Beebe Memorial Library for the fiscal year 1976 was $286,755.64. This amount was derived from the following:

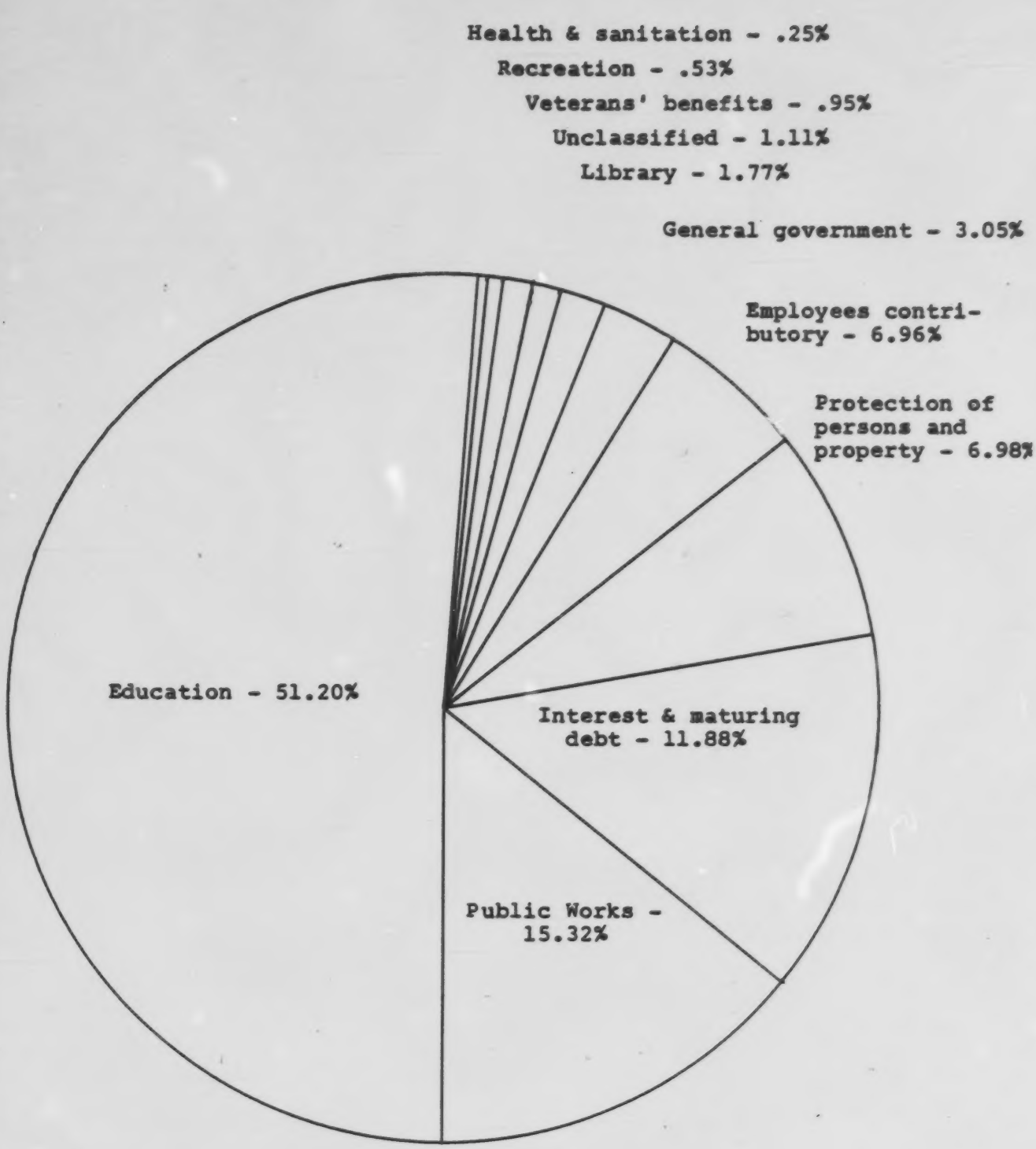
Municipal appropriation	$256,576.57
Dog tax	3,054.77
Interest on library funds	17,598.55
State aid	9,525.75

These funds were allocated within the library as follows:

Salaries	$202,511.77	70.6%
Materials & supplies	44,149.69	15.4%
Operating expenses	40,094.18	14.0%

The town's budget is part of the annual warrant. The budget is discussed formally and adopted each year at the annual town meeting. The Library Trustees and the Library Director prepare a budget which is sent in writing to the Town Finance Committee. The Finance Committee studies budget requests; holds hearings with individual boards or department heads; and prepares, in printed form, its advisory recommendations for voters at the town meeting. The voters at the annual town meeting then act on recommendations--changing, rejecting or accepting them as the case may be.

The town's fiscal year 1976 budget totaled $14,473,923.32. The municipal appropriation for the library was $256,576.57 or 1.77% of the total. Following are the percentages of allocations to all of the town departments made in March 1975.


Health & sanitation - .25%
Recreation - .53%
Veterans' benefits - .95%
Unclassified - 1.11%
Library - 1.77%
General government - 3.05%
Employees contributory - 6.96%
Protection of persons and property - 6.98%
Education - 51.20%
Interest & maturing debt - 11.88%
Public Works - 15.32%

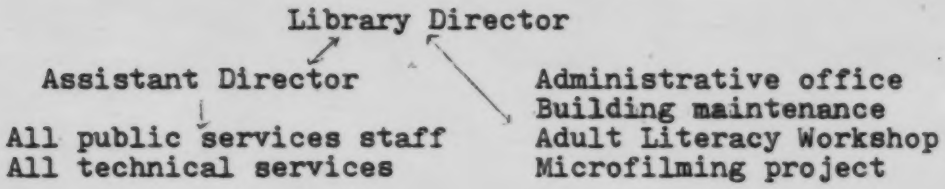
Library personnel

The Town Personnel Board (5 members, appointed by the Town Moderator) administers the classification and compensation plans of the town. Job descriptions have been prepared by the Town Personnel Board for the following classifications:

Library Director	S14
Assistant Director	S11
Senior Librarian	S9
Librarian	S8
Library Circulation Administrator	S7
Clerical Assistant	S5
Senior Library Assistant	S5
Library Assistant	S4
Library Custodian	S6

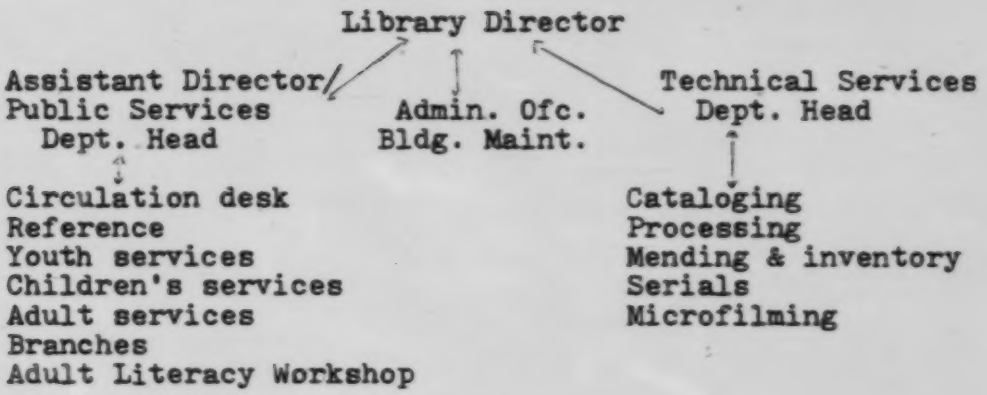
A compensation plan provides minimum and maximum salaries or wages for these position classes in the Classification Plan. There are thirty four people working in the library (excluding high school pages). Beyond the administrative staff of Director and Assistant Director, there are six full time and one half time professionals on the staff: two branch librarians, adult services librarian, reference librarian, children's librarian, youth librarian and cataloger.

The organization of the library is as follows:



The arrows indicate the lines of accountability. The current organizational plan is problematical because the Assistant Director both schedules the work hours of all the employees and works closely with them, but does not have the authority to demand accountability from them. All staff evaluations are done by the Director who is the furthest removed from the individuals' work habits and duties.

A new organizational pattern must be developed. It can be implemented with competent supervisory personnel. The recommended approach is to divide the library into two Departments: Public Services and Technical Services. The Assistant Director would act as Head of Public Services. Head of Technical Services would have to be hired. Each department head would then be responsible for the supervision and evaluation of certain specific employees and the Library Director would evaluate and supervise the two department heads. Any grievances of employees and supervisors could then be heard by the Library Director in a three-way conversation.



Services

Hours and use patterns

The Lucius Beebe Memorial Library is open to all residents of the Commonwealth who can present a home-town library card as identification.

The library is open 69 hours a week during the school year and 60 hours during the summer. The Main Library is open Monday through Friday from 9 a.m. to 9 p.m. and Saturdays from 9 a.m. to 6 p.m. It is closed on Saturdays between June 15 and September 15.

The Children's Room is open until 5:30 p.m. every night except Monday when it is open until 9 p.m. There have been patron requests to open more evenings. Thought should be given to this proposal.

The library is not, at present, open on Sundays. An evaluation of the need for Sunday hours would have to first be made if additional funding were sought.

The Greenwood Branch Library is open from 2 to 5 p.m. and 6 to 8:30 p.m. Monday through Thursday; 2 to 5 p.m. Friday and 10 to 12 noon on Tuesday. The Montrose Branch Library is open from 2 to 5 p.m. Monday through Friday and 6 to 8:30 p.m. on Mondays and Thursdays. The following study of use patterns of both branches has made it clear than an evaluation of their hours needs to be made.

Use patterns

Patterns of use in all four service areas (Main library, Children's room, two branches) were discovered by counting the number of people entering each service area during a sample period of six days in three weeks. This information, analyzed by each hour in the day, is conservative since the number of people in the building at any time exceeds the number entering the facility during a particular hour. Another pattern that is clear is the effect bad weather has on library use. April 1 was a rainy, raw day which was reflected in the low level of activity in all of the libraries.

Use patterns at Main Library

Mondays are the busiest day of the week. An average of 717.66 patrons entered the Main library on Monday and 602.33 people on Thursday. People are not as likely to come into the library between 10 a.m. and noon and between 5 and 6 p.m. Relatively few people enter between 8 and 9 p.m. This does not indicate that the library is calm at that time because many of those who entered from 6 to 8 p.m. (peak hours) are still in the building. Another peak hour is 3 to 4 p.m. after school lets out.

Number of People Entering the Building by Hour and Day

Hours	Th. 3/8	Mon. 3/22	Th. 3/25	Mon. 3/29	Th. 4/1	Mon. 4/5	Hourly Total	Hourly Average	
9-10	29	34	81	40	48	56	288	48.00	
10-11	29	33	38	42	35	49	226	37.66	
11-12	40	41	28	32	23	37	201	33.50	
12-1	35	44	45	48	30	47	249	41.50	
1-2	72	50	84	46	43	54	349	58.16	
2-3	69	53	66	65	40	56	349	58.16	
3-4	106	108	75	103	90	77	559	93.16	
4-5	51	70	69	72	39	83	384	64.00	
5-6	33	43	25	38	29	32	200	33.33	
6-7	44	61	54	63	43	58	323	53.83	
7-8	93	121	84	106	62	135	601	100.16	
8-9	30	57	24	46	21	53	231	38.50	
Daily Total	631	715	673	701	503	737	3960	659.96	Daily Avg.

Use patterns of Children's Room

One sixth of the daily use of the Main Library building is directed to the Children's Room. The peak hours, 9 to 10 a.m. and 1 to 2 p.m. on Thursdays, reflect special programs being carried on from 10 to noon and 1:30 to 2:30 p.m. When there are no special programs, the Children's Room is quiet until 3:00 p.m. when the school children arrive.

In analyzing the Children's Room figures, one must realize that the room is open until 9 p.m. on Monday night only. It closes at 5:30 p.m. every other day of the week. The special programs account for Thursdays being busier than Mondays.

Use of Children's Room by Hour and Day

Hours	Th. 3/18	Mon. 3/22	Th. 3/25	Mon. 3/29	Th. 4/1	Mon. 4/5	Hourly Total	Hourly Average	
9-10	14	2	32	3	25	7	83	13.83	
10-11	4	1	6	0	8	3	22	3.66	
11-12	7	2	6	1	1	1	18	3	
12-1	1	2	6	7	7	4	27	4.50	
1-2	32	3	46	7	23	2	113	18.83	
2-3	2	8	5	7	4	10	36	6	
3-4	21	37	28	34	23	30	173	28.83	
4-5	6	22	17	19	1	20	85	14.16	
5-6	0	10	1	3	0	4	18	3	
6-7	--	5	--	7	--	--	12	6	
7-8	--	11	--	6	--	--	17	8.50	
8-9	--	1	--	1	--	--	2	1	
Daily Total	87	104	147	95	92	81	606	111.31	Daily Avg.

Use patterns at Montrose Branch

At Montrose, an average of 40.6 people come in each day with the peak hour from 3 to 4 p.m. standing out. During this hour, an average of 13.16 people come into the library.

Number of People Entering the Building by Hour and Day

Hours	Th. 3/18	Mon. 3/22	Th. 3/25	Mon. 3/29	Th. 4/1	Mon. 4/5	Hourly Total	Hourly Average	
2-3	9	9	2	1	6	5	32	5.33	
3-4	22	18	8	16	8	7	79	13.16	
4-5	4	20	4	13	6	7	54	9	
5-6	closed								
6-7	4	21	6	4	6	7	48	8	
7-8	6	6	1	5	0	4	22	3.66	
8-8:30	1	2	1	3	0	2	9	1.50	
Daily Total	46	76	22	42	26	32	244	40.65	Daily Avg.

Use patterns at Greenwood Branch

An average of 57.5 people use the Greenwood Branch Library in a day. Its peak hours are from 3 to 5 after school: an average of 21 people come in between 3 and 4 p.m. and 13.83 people come in between 4 and 5 p.m.

Number of People Entering the Building by Hour and Day

Hours	Th. 3/18	Mon. 3/22	Th. 3/25	Mon. 3/29	Th. 4/1	Mon. 4/5	Hourly Total	Hourly Average	
2-3	7	9	7	7	9	10	49	8.16	
3-4	34	26	16	22	12	16	126	21	
4-5	8	14	27	12	5	17	83	13.83	
5-6	closed								
6-7	3	6	8	3	11	3	34	5.66	
7-8	13	4	12	7	6	5	47	7.83	
8-8:30	2	0	0	4	0	0	6	1	
Daily Total	67	59	70	55	43	51	345	57.48	Daily Avg.

Collection

The library offers the print materials expected from any medium sized public library. Besides the nearly 100,000 volumes and 300 periodical and newspaper titles, there are a few special collections for which the library is noted: the Keough collection of books on rifles, riflery and target shooting; the developing collections of materials written by Wakefield authors; and the genealogy collection. The library also offers an extensive set of telephone books and a reference collection of Federal and State law books.

Non-print materials offered to the citizens include phonograph records, a growing collection of tape cassettes, microfilmed back issues of the local newspaper and framed prints which are available for a two month loan period.

Services to special groups

A monthly program is presented by library staff members for senior citizens. The adult services librarian visits the Hart's Hill residential area for the elderly twice a month, and a collection of large print books and large print crossword puzzles has been developed with the senior citizens in mind.

Pre-school children are invited to register for one of the five storyhours offered by the staff in the Children's Room as well as the branches. School age children are

entertained by carefully selected films shown after school and by a summer reading and crafts program as well as by special events such as puppet shows and folk singing concerts. The children's librarian accepts invitations to tell stories to children of all ages in the elementary schools.

Community services

The library staff will not only present programs themselves, but will help any organization plan programs of its own. Program packages developed by the Eastern Massachusetts Regional Library System are available as are subject films from the Boston Public Library. A file of programming resources is kept current by the adult services librarian.

The institution provides such community services as memberships to the Essex Institute, the Children's Museum and the Museum of Fine Arts, all of which may be borrowed a day at a time in order to gain free entry. Monthly art exhibits are presented in Tall Hall to increase the exposure of local artists, and the lecture hall is available for public meetings. A microfilm reader and a reader/printer, listening units for records and tape cassettes, a public telephone, public restrooms, a copying machine and bulletin boards for public announce-

ments are all provided as services to the community.

An Adult Literacy Workshop is held in the library two nights and one morning each week during the school year. Both reading and English-as-a-second-language are taught by a qualified teacher with the aid of volunteer tutors.

The need for this type of educational service is growing greater in Wakefield. The morning session, directed primarily at women who cannot leave their homes in the evenings, was seen as necessary to add in September 1976. Parent/teacher conferences in the public schools have just emerged as a problem due to language barriers. Teaching adults to read is becoming a national concern and programs are being established all over the country to meet this need. Libraries are becoming the focal point for such efforts.

The Adult Literacy Workshop should be brought into the organizational and budgetary pattern of the library in such a way as to recognize its importance as a library service and to encourage communication between the adult literacy teachers and the library director.

Activities taking place in the library are announced in a quarterly calendar which is distributed throughout the town. An introduction to the library's collection and services is available through the brochure of services.

Registrants and borrowers

Forty seven percent of the townspeople are registered library patrons. This is quite a "respectable" rate when one considers that "statisticians say that perhaps as few as 20% of a population eligible actually uses a public library."[22]

In an average day, 758 townspeople enter one of the three libraries in Wakefield to make use of its facilities in some way. This means that 3% of the town's population and 6.4% of those who are registered borrowers are using the library facilities in any one day.

Of all the adult library registrants, 34% live in tract 1, 25% live in tract 2, 22% live in tract 3 and 19% live in tract 4. Compared with the percentage of the town's population living in each tract, tract 1 shows a high registration rate (probably due to its proximity to the main library building) and tract 3 shows a low registration rate.

	% of population	% of registered borrowers
Tract 1	28%	34%
Tract 2	25%	25%
Tract 3	27%	22%
Tract 4	20%	19%

The occupations of all the adult registrants in town show high percentages in the categories of housewives and professionals, with 60% of the adult registrants falling

into these categories.

Excluding housewives and looking at the employed townspeople, one finds that although professionals make up a bit more than one third of the town's population, they are slightly less than one half of the registered library patrons and they constitute more than half of those people who borrow from the library. Clerical workers make up one fifth of the town's population as well as one fifth of the registrants at the library but they comprise slightly over one fourth of the library users. Craftsmen and laborers, on the other hand, make up 13% and 27% respectively of the town's population and they are minimally represented among the adult registrants at the library. Some of them have come into the library and registered to borrow, but the figures suggest that they are finding nothing in the collection to suit their needs. An effort to buy materials (and publicize their existence) which may suit the needs of these occupational groups must be made.

	% in town	% employed registrants	% employed borrowers
Professional	35%	46%	55%
Clerical	20%	20%	26%
Craftsmen	13%	5%	--
Laborers	27%	17%	5%
No info.	5%	12%	14%

The Main Library is being used by most of the borrowers, regardless of their residence. All the adult registrants living in tract 1 are registered at the Main library; 99%

living in tract 2, 94% living in tract 3 and 72% living in tract 4 are registered at the Main library. Only 6% of the adult registrants living in tract 3 chose to register at the Montrose Branch Library, while 28% of the adult registrants living in tract 4 chose to register at the Greenwood Branch Library.

When a child reaches the sixth grade (about twelve years of age) he is entitled to register at the library as an adult. The census figures have been broken down to differentiate the junior high and the high school age patrons from the adults over nineteen years old.

	% adult registrants
12-14 year olds	9%
15-18 year olds	16%
19 years and older	75%

The junior high and high school age children make up less than one fifth of the population, but they make up one fourth of the adults registered to use the library.

The three libraries offer a variety of services to the children through the fifth grade and to the parents of pre-schoolers. Of the children registered to borrow books in town, 72% are registered at the Main library, 20% are registered at Greenwood and 8% are registered at Montrose. The geographic distribution of the children registered to borrow books is fairly even between the four census tracts.

	% children registered
Tract 1	24%
Tract 2	25%
Tract 3	29%
Tract 4	22%

Of the registered children living in tracts 1 and 2, 98% are registered at the Main library. Of the children from tract 3, 72% are registered at the Main library, and of the children from tract 4, 16% are registered at the Main library. These figures support the thesis that distance from the Main library does not affect access to its resources by people from tract 3 as much as it is likely to affect those living in tract 4.

Main Library

Adult borrowers and collection

An average of 660 people enter the Main library each day to use its facilities. This number makes up 5% of the registered borrowers. As many as 93% of the adults who are registered to borrow are registered at the Main library--the remaining 7% are registered at the branch facilities.

The high school students make up 15% of the adult registrants. Comparing the occupational classifications of the Main library registrants with the active borrowers provides information which may be useful in determining who is and who is not being served.

Occupations	% registrants	% borrowers
Housewives	26%	29%
Professionals	24%	27%
College students	16%	13%
Clerical	11%	13%
Laborers	7%	3%
Retired	5%	10%
Craftsmen	2%	--
Military	2%	--
No information	7%	7%

Housewives, professionals, clerical workers and retired folks borrow materials from the library quite heavily. Laborers and craftsmen, on the other hand, are represented among the registrants, but apparently, have not found the collection and services of use to them. This is an area of concern and should influence collection development, library services and the publicizing of new and existing services.

What do adults borrow from the adult collection of the Main library?

Type of Adult Materials	% circulated
Nonfiction	47%
Fiction	42%
Magazines	6%
Pamphlets	1%
Records	4%
Total	100%

By taking a sample of the adult nonfiction circulation and the adult nonfiction holdings of the library, a clear picture of the relationship between what the library owns and what is being borrowed is attained. The collection is organized according to the Dewey Decimal Classification system.

Dewey Class.	Holdings	Circulated
000	1%	1%
100	2%	6%
200	4%	2%
300	14%	16%
400	1%	1%
500	6%	4%
600	12%	20%
700	13%	18%
800	15%	9%
900	17%	15%
B & 92	14%	9%
Total	99%	101%

This preliminary look at the adult holdings and circulation shows that the 100's, 600's and 700's are more highly represented in the circulation figures than they are in the holdings of the library. The popularity of materials on the occult and psychology explains the high circulation of the 100's. The demand for arts and crafts books in the 700's is recognized and emphasis was placed on adding to this collection during fy 1976. The high use in the practical arts (600's) was due to high interest in health, home improvement and business. Careful consideration should be given in the future to keeping this collection current and useful. The low circulation in the 800's (literature) and the biographies suggest that these collections should be maintained for quality and currency, but emphasis should not be placed on expanding these areas.

Comparing the age of the library's holdings with the age of that which is being used will help define areas in

which weeding could occur without hurting service to patrons.

Copyright Dates	% Holdings	% Circulated
pre- 1945	21%	6%
1945-1949	4%	6%
1950-1954	6%	5%
1955-1959	11%	6%
1960-1964	15%	10%
1965-1969	19%	17%
1970-1974	19%	26%
1975 & 1976	3%	24%

From this table one sees that 41% of the book collection is copyrighted 1965 or newer and these books make up as much as 67% of the circulation. The table also makes clear the need for weeding the adult collection of many of its pre-1945 copyrighted books. All pre-1960 materials should be evaluated for weeding. The high circulation rate of current books is possible because many of them are on a one week loan period. Care should be given to provide duplicate copies of the most popular current books.

By further dividing the age breakdown of the holdings and circulating materials into fiction and non-fiction, more data to support weeding activities is provided.

Copyright Dates	Fiction		Nonfiction	
	Holdings	Circulated	Holdings	Circulated
pre- 1945	7%	9%	25%	6%
1945-1949	3%	7%	5%	6%
1950-1954	8%	5%	6%	6%
1955-1959	20%	7%	8%	7%
1960-1964	16%	10%	15%	10%
1965-1969	19%	12%	19%	23%
1970-1974	22%	29%	19%	26%
1975 & 1976	5%	22%	3%	17%

This table reinforces the idea of discarding the pre-1945 copyrighted adult nonfiction and the pre-1959 copyrighted adult fiction. Care must be taken, of course, to retain the "classics".

In general, only a small percentage of a library's collection is used at one time.

Collection	% Collection on the shelf	% Collection in circulation	% Collection missing
Adult	83%	10%	7%
Youth	80%	8%	12%
Juvenile	80%	14%	6%
Greenwood	90%	8%	2%
Montrose	93%	4%	4%

These figures are meaningful for in-house use only. They are not meant to be compared with other libraries, but may be used to establish a base of existing data from which to set goals. Pairing a program of enlightened weeding and accurate inventory with enlightened collection building should improve this picture considerably.

Youth borrowers and collection

Currently, a full time librarian, one room, and a separate collection with its own card catalog, shelf list and original cataloging are available for the sixth, seventh, and eighth graders in the Main Library. The twelve to fourteen year olds served by this collection make up 8% of the adult registrants and 6% of the adult borrowers.

How is the youth collection being used?

Type of youth materials	% circulated
Non-fiction	74%
Fiction	16%
Magazines	3%
Pamphlets	7%
Total	100%

From the high rate of non-fiction and pamphlets being circulated, one may conclude that the youth collection is used more for information than for recreational reading.

By more closely examining the picture of the youth materials, one gets an idea of the relationship between what the library owns and what is being borrowed. The following breakdown is according to the Dewey Decimal Classification system by which the collection is organized.

Dewey Class.	Holdings	Circulated
000	1%	17%
100	3%	--
200	1%	--
300	13%	4%
400	--	--
500	15%	22%
600	13%	9%
700	10%	22%
800	7%	4%
900	18%	9%
B & 92	18%	13%
Total	99%	100%

This preliminary look at the youth holdings and circulation suggests that the circulating encyclopedias (000's) are very popular, as are the science books (500's) and the sports and art books (700's). Interest in these subjects is an indication that those collections should be expanded. It is apparent that the social sciences (300's), industrial arts (600's), travel and history (900's) and the biography sections are larger than necessary. Perhaps the time of year and the coinciding school assignments conspired to make these collections look unused.

Comparing the age of the collection's holdings with the age of that which is being used by patrons will help define areas in which weeding could occur without hurting service to the public.

Copyright Dates	% Holdings	% Circulated
pre- 1945	11%	--
1945-1949	4%	--
1950-1954	10%	3%
1955-1959	15%	13%
1960-1964	23%	19%
1965-1969	19%	26%
1970-1974	16%	39%
1975 & 1976	2%	--

This table suggests that the youth collection could be relieved of all of its pre-1950 copyrighted books and that its 1950 to 1954 copyrighted books should be evaluated carefully for their worth. By breaking the age of the holdings and circulating materials down into fiction and non-fiction, more data is gathered to support weeding activities.

Copyright Dates	Fiction		Nonfiction	
	Holdings	Circulated	Holdings	Circulated
pre- 1945	11%	--	12%	--
1945-1949	3%	--	4%	--
1950-1954	21%	--	4%	4%
1955-1959	13%	--	16%	17%
1960-1964	16%	20%	26%	17%
1965-1969	26%	20%	15%	26%
1970-1974	5%	60%	22%	35%
1975 & 1976	5%	--	--	--

The youth room is not circulating any nonfiction copyrighted earlier than 1950 and no fiction copyrighted earlier than 1960. All of the pre-1960 fiction should be weeded except the classics.

With the improvement of the public school libraries in the last decade and with the responsibility for doing high school reference transferred from the youth room to the adult department, the number of people served by the youth room has diminished. Of the youth and adult materials circulated in one sample week, at the Main library, 9% were youth materials, while 91% were adult materials. It no longer seems economical to maintain this extensive collection, a separate room, a separate catalog and shelf list, and original cataloging for as few as 6% of the adult borrowers.

Juvenile borrowers and collection

The children's collection is used by both adults and children. The borrowers are 55% children and 45% adults. Looking at the residential locations of all children who are registered and those who actually borrow, one sees that borrowers from tract 2 far outweigh their representation as registrants.

	% registered children	% actual borrowers
Tract 1	32%	28% (55% children; 45% adult)
Tract 2	34%	41% (60% children; 40% adult)
Tract 3	29%	23% (59% children; 49% adult)
Tract 4	5%	8% (50% children; 50% adult)

What is borrowed? Fiction selections outweigh non-fiction in the Chidren's Room. (The opposite is true in

the youth and adult collections). Fifty eight percent of the materials borrowed during a one week period were fiction, thirty eight percent were non-fiction, four percent were records and two percent were magazines.

Comparing the non-fiction holdings of the collection with that which is borrowed supplies information of use in collection building.

Dewey Class.	Holdings	Circulated
000	1%	2%
100	--	--
200	3%	--
300	10%	12%
400	1%	--
500	20%	15%
600	13%	17%
700	10%	30%
800	5%	5%
900	21%	17%
B & 92	15%	2%
Total	99%	100%

The borrowers exhibit no interest in the religious and mythology books (200's), or the language books (400's), and little interest in literature and biographies. Since the biographies make up 12% of the collection, they should be evaluated carefully. The 700's seem to be popular, especially the areas of craft and sports. It would make sense to add to this collection.

Knowing the age of the holdings and the age of the materials which are being circulated will give information useful in weeding the collection.

Copyright Dates	% Holdings	% Circulated
pre- 1945	5%	8%
1945-1949	3%	3%
1950-1954	10%	5%
1955-1959	15%	6%
1960-1964	23%	15%
1965-1969	18%	19%
1970-1974	25%	39%
1975 & 1976	1%	5%

By further dividing the age breakdown of the holdings and circulating materials into fiction and non-fiction, more data to support weeding activities is provided.

Copyright Dates	Fiction		Non-fiction	
	Holdings	Circulated	Holdings	Circulated
pre- 1945	2%	12%	7%	2%
1945-1949	4%	1%	1%	5%
1950-1954	9%	6%	11%	5%
1955-1959	17%	5%	13%	10%
1960-1964	24%	20%	21%	10%
1965-1969	17%	17%	20%	27%
1970-1974	23%	36%	26%	39%
1975 & 1976	2%	3%	1%	2%

Clearly, the most recent books are enjoying the largest circulation, but the circulation of the pre-1945 copyrighted books is high enough to suggest that those books are recognized as "classics" and are being borrowed. The relationship between the age of the collection and the age of the materials being borrowed is well balanced. Weeding has been carefully done and an inventory has recently been taken. Of the five collections being considered, this

collection has the highest percentage of books in circulation at one time (14%) and the lowest (80%) on the shelf percentage. An average of one hundred people go into the children's room each day and they borrow an average of one hundred books. The collection seems to be suiting the needs of the borrowers and the next step in planning children's service goals is to increase the number of people being served.

Montrose Branch

Montrose Branch Library is located in the northern section of tract 3. Of all the adult library registrants in Wakefield, only 1% are registered at the Montrose Branch and all of them live in tract 3. Of all the children registered as library patrons in Wakefield, 8% are registered at this branch. Most (94%) of these children live in tract 3, while 7% of them live in tract 1.

Most of the active borrowers are adults (65%) of whom more than three-fourths (79%) are female. Junior high and high school students make up just over one-third (36%) of the adult borrowers. The majority of the borrowers (78%) are registered at the branch and the remaining 22% are registered at the Main library.

Knowing the occupations of the borrowers over the age of nineteen helps identify groups which may have

something in common and toward whom the library can direct services.

Occupations	% borrowers
Housewives	52%
Retired	13%
Professionals	13%
Clerical	4%
Laborers	4%
College students	4%
Craftsmen	--
No information	--

Together, housewives, retired folks and college students (all unemployed) make up 69% of the borrowers.

Looking just at the employed people living in tract 3, one finds that none showed up in the registration sample. This is due to the fact that the Montrose Branch registrations were such a small part (1%) of the total adult registration file.

Occupations	% in tract 3	% registered at Montrose	% borrowers from Montrose
Professionals	22%	--	27%
Clerical	26%	--	9%
Craftsmen	33%	--	--
Laborers	33%	--	--
No information	22%	--	--

These figures indicate that the branch is being used mainly by the unemployed (housewives and retired people); that some professional people make use of the facilities; and that the craftsmen and laborers, who make up two-thirds

of the employed population in tract 3, do not use the branch facility at all.

In studying the chart which compares the collection holdings with the circulation one finds that the adult fiction and the juvenile fiction are popular enough to represent two-thirds of a week's circulation.

Type of book	% holdings	% circulated
Adult fiction	22%	33%
Adult non-fiction	14%	17%
Youth fiction	8%	3%
Youth non-fiction	10%	6%
Juvenile fiction	24%	33%
Juvenile non-fiction	22%	8%

The heavy use of the fiction collections at the branch is expected when one knows that the clientele is mostly made up of unemployed people. Circulation of adult fiction is twice that of adult non-fiction and circulation of juvenile fiction is four times that of juvenile non-fiction. The holdings of the library should better reflect this reading preference.

For further information which may be of use in building the collection, one should look at the Dewey Classifications of the non-fiction as it exists and as it is used by patrons.

Dewey Class.	Adult		Youth		Juvenile	
	Holdings	Circulated	Holdings	Circulated	Holdings	Circulated
000	--	--	--	43%	--	20%
100	4%	--	--	--	--	--
200	3%	10%	--	--	2%	40%
300	4%	--	20%	--	10%	--
400	--	--	--	--	2%	--
500	4%	10%	15%	--	17%	10%
600	22%	41%	10%	--	12%	10%
700	11%	5%	10%	14%	7%	20%
800	15%	--	--	--	8%	--
900	15%	24%	25%	14%	26%	--
B & 92	22%	10%	20%	29%	17%	--
Total	100%	100%	100%	100%	101%	100%

Over two-thirds of the adult circulation is in the six and nine hundreds. The six hundreds are the practical arts and, in this case, specifically those on cooking, home improvement, health, gardening, dog care and cosmetics. The history books are the nine hundreds that are circulating.

The youth collection of biographies is being used as are the children's books on religion. The circulating encyclopedias are popular with both the children and the young adults.

Potentially useful data for weeding a collection is culled from a comparison of the age of the holdings with the age of the books which circulate.

Copyright Dates	% Adult Holdings		% Adult Circulated		% Youth Holdings		% Youth Circulated		% Juvenile Holdings		% Juvenile Circulated	
	F	NF	F	NF	F	NF	F	NF	F	NF	F	NF
pre-1945	2	18	--	--	13	5	--	--	11	7	8	--
1945-1949	2	18	5	--	7	5	--	--	16	12	13	10
1950-1954	5	11	--	5	7	5	--	--	2	14	3	10
1955-1959	19	4	24	5	20	25	--	--	27	19	10	20
1960-1964	24	26	15	14	20	25	--	43	16	31	28	10
1965-1969	19	4	12	19	20	20	50	43	16	12	23	20
1970-1974	24	15	24	43	13	15	50	14	13	5	13	30
1975 & 1976	5	4	20	14	--	--	--	--	--	--	5	--

It seems clear that 9% of the adult fiction collection and over one-third of the adult non-fiction collection (pre-1950 copyright) could be discarded.

Two-fifths of the youth non-fiction collection (pre-1960 copyright) and two-thirds of the youth fiction collection (pre-1970 copyright) could be discarded. The juvenile collection, on the other hand, is better balanced as far as holdings and use go, although all of the pre-1945 copyrighted material in the juvenile non-fiction collection could be discarded.

Greenwood Branch

The Greenwood Branch Library is located in the southern part of Wakefield, in tract 4. Of all the adults registered to borrow books in town, 6% are registered at the Greenwood Branch, 95% of whom live in tract 4. Of all the registered children in town, 20% are registered at the Greenwood Branch, of whom 88% live in tract 4.

Most of the active borrowers from the Greenwood Branch are adults (65%) of whom 78% are female. Junior high and high school students make up 30% of the adult borrowers. As many as 82% of the active borrowers are registered at the branch, while 18% are registered at the Main Library.

Knowing the occupations of the borrowers over the age of 19 helps identify groups which may have something in common toward whom services may be geared.

Occupations	% borrowers
Housewives	46%
Retired	15%
Professionals	19%
Clerical	--
Laborers	8%
College students	4%
Craftsmen	--
No information	8%

The largest single group of borrowers is housewives. Combining the housewives with the retired folks and the college students, one sees that 65% of the adult borrowers are un-

employed.

Looking just at the employed people living in tract 4, one sees that professionals make up a high percentage of both registrations and borrowers.

Occupations	% in tract 4	% registered at Greenwood	% registered from Greenwood
Professionals	20%	83%	56%
Clerical	21%	--	--
Craftsmen	21%	--	--
Laborers	18%	17%	22%
No information	21%	--	22%

Greenwood Branch is the only one of the three libraries apparently suiting the needs of the laborers in town. They are more highly represented among the borrowers than they are as an occupational group in the tract.

Although the number of adults using the branch surpasses the number of children, more children's material than adult material circulates. Since almost half of the juvenile books circulated were pre-school level, one may assume that many of the adult borrowers are mothers choosing books for their pre-school age children.

In studying the chart which compares the collection holdings with the circulation one finds that the adult and juvenile fiction represent just over two-thirds (67%) of the circulation in a one week period.

Type of book	% holdings	% circulated
Adult fiction	24%	28%
Adult non-fiction	19%	11%
Youth fiction	6%	--
Youth non-fiction	12%	8%
Juvenile fiction	21%	39%
Juvenile non-fiction	18%	14%

The holdings and circulation are fairly well balanced although the collection of youth materials should probably be evaluated carefully. Knowing that only 10% of the borrowers are in the youth age range of 12 to 14, one would not be wrong to limit that collection to 10% of the entire collection.

Information which may be of use in collection building is gotten from a comparison of the number and use of the non-fiction books broken down by Dewey Classification.

Dewey Class.	Adult		Youth		Juvenile	
	Holdings	Circulated	Holdings	Circulated	Holdings	Circulated
000	--	--	--	13%	--	7%
100	5%	--	--	--	--	--
200	3%	--	--	--	3%	--
300	8%	--	12%	13%	11%	7%
400	3%	--	--	--	--	--
500	5%	--	20%	--	20%	36%
600	16%	36%	8%	25%	11%	7%
700	13%	9%	8%	25%	9%	14%
800	8%	--	16%	--	6%	7%
900	16%	27%	24%	25%	23%	14%
B & 92	24%	27%	12%	--	17%	7%
Total	101%	99%	100%	101%	100%	99%

Obviously popular among the adult non-fiction are the 600's, particularly the space, adventure and toy making books. Description and travel books in the 900's are popular as are the biographies. From this indication, the philosophy, religion, social science, language, science and literature books are justifiably making up a very small percentage of the whole collection.

The circulating encyclopedias are from both the youth and juvenile collections. The junior high school age children seem equally interested in the six, seven, and nine hundreds to the exclusion of all the rest of the classifications except the three hundreds.

Science books, especially those in the 500's on dinosaurs, fish and mammals, are popular among the children. The interest shown by the children in a variety of subjects is heartening, although the nine and six hundreds and biographies should be evaluated since their use is so out of proportion with their existence in the collection.

Comparing the age of the collection with the age of the books that are actually borrowed gives one a guideline for weeding the existing collection.

Copyright dates	% holdings	% circulated
pre- 1945	8%	5%
1945-1949	1%	3%
1950-1954	8%	4%
1955-1959	16%	9%
1960-1964	23%	12%
1965-1969	24%	16%
1970-1974	18%	34%
1975 & 1976	1%	17%

Forty-three percent of the entire collection is copyrighted 1965 or more recently. These books are making up slightly more than two-thirds (67%) of the branch's circulation. Slightly less than one-fifth (19%) of the collection is as current as 1970. This small percentage of holdings make up slightly more than half (51%) of the total circulation. Greenwood Branch is experimenting with renting current books on the McNaughton plan. These books represented 18% of the adult books circulated during the sample week. The patrons' needs for current material are being met, but since these books are not being permanently added to the collection, they do not show up in the holdings.

A more detailed comparison of the age of the collection with the age of the books that people use gives information of use in weeding the collection of the old and out-of-date materials.

Copyright Dates	% Adult Holdings		% Adult Circulated		% Youth Holdings		% Youth Circulated		% Juvenile Holdings		% Juvenile Circulated	
	F	NF	F	NF	F	NF	F	NF	F	NF	F	NF
pre-1945	6	16	7	--	--	12	--	--	5	8	5	7
1945-1949	2	3	--	--	--	--	--	12	--	3	3	7
1950-1954	9	18	4	--	8	8	--	--	7	--	8	--
1955-1959	6	11	--	9	23	20	--	12	17	26	21	--
1960-1964	28	21	11	18	15	16	--	25	20	31	10	14
1965-1969	28	13	7	18	23	20	--	37	29	26	15	36
1970-1974	15	18	29	55	31	24	--	12	22	6	38	29
1975& 1976	6	--	43	--	--	--	--	--	--	--	--	7

From the above detailed breakdown of the collection, one sees immediately that the pre-1969 copyrighted adult fiction should be weeded of all but the classics, as should the pre-1959 non-fiction. None of the youth fiction is being used and could be, therefore, discarded. The youth non-fiction copyrighted before 1955 should be weeded. The small number of older juvenile books and their rate of use suggests that the classics are being kept and circulated. The juvenile non-fiction copyrighted 1964 or earlier should be evaluated for weeding as well, especially those published between 1955 and 1959.

Footnotes

[1]Elizabeth Frances Ingram, The Lucius Beebe Memorial Library (Wakefield: Trustees, 1925), pp. 13 & 14.

[2]William E. Eaton, History of Wakefield (Middlesex County) Massachusetts (Wakefield: Tercentenary Committee of the Town, May 1944), p. 153.

[3]Ingram, Library, p. 15.

[4]Ibid., p. 17.

[5]Ibid., pp. 17 & 18.

[6]Ibid., p. 18.

[7]Ibid., p. 21.

[8]Ibid., p. 23.

[9]Ibid., p. 24.

[10]Ibid., p. 24.

[11]Ed Lynch, unpublished paper entitled "Fountains of Information" Section 6, p. 5.

[12]Eaton, History, p. 26.

[13]Ibid., p. 26 & 27.

[14]Ibid., p. 27.

[15]Ibid., p. 27.

[16]Ibid., p. 28.

[17]Lynch, Fountains, Section 5, p. 18+.

[18]Ibid., Section 6, p. 1.

[19]Ibid., Section 6, p. 6.

[20]Ibid., Section 6, p. 5.

[21]Library Survey Committee on Library Needs of the Town of Wakefield, A Survey of the Library Needs of Wakefield, Massachusetts, Final Report, March 1962, p. 4 & 5.

[22]Charles O'Halloran, "What's your library done for you lately?" Show-Me Bulletin, State of Missouri, vol. 23.

IV. Conclusions and Recommendations

I. Of immediate concern is the preparation of a statement of goals and objectives for the Lucius Beebe Memorial Library. This statement, with a determination of priorities, should be developed by the library administration, with the input of the library staff and the trustees.

This particular document provides much data which will be directly useful to a goal setting process. A goal statement for each department within the library and for each staff member would naturally follow that made for the institution.

II. It is recommended that the organization of the library be modified so that the lines of accountability are clear and useful ones. A division into two departments, public services and technical services, has proved workable and desirable for many public as well as academic libraries.

III. It is recommended that service to the sixth, seventh and eighth graders be the responsibility of the children's librarian. The youth collection should be integrated into the juvenile collection, as should the card catalog and the shelf list. The job description of the youth librarian should be rewritten to suit the requirements made by such a merger.

IV. It is recommended that the Children's Room be kept open five nights a week.

V. It is recommended that "careful consideration" be given to the branch libraries--their services, the use of the buildings, and their hours.

VI. It is recommended that the adult literacy workshop be integrated into the library's organizational pattern and budgetary procedure. Job descriptions should be prepared for the leaders and the plan of reimbursement should be reevaluated.

VII. It is recommended that the jobs held by custodial assistants and matrons be evaluated and job descriptions be written. None exist at this time.